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CODIB-4-5/3
8 November 1960

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

MEMORANDUM FOR: Committee on Documentation

SUBJECT : CODIB Program in Fiscal Year 1961

Attached is a draft CODIB program for your consideration and discussion at the next meeting.

PAUL A. BOREL
Chairman

Attachment

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CODIB Program in FY 61

A number of important information processing problems have been identified in the years since the CODIAC FY 59 program was developed (see CODIAC-D-5/1 of 11 Jul 58), some partial and a few complete solutions have been realized, and considerably more awareness of hardware technology has occurred within CODIB. The development of automated information processing systems, particularly as regards storage and retrieval, stands about where computer technology stood ten years ago; the potential applications of such systems are just beginning to be realized. CODIB's major activities should continue to include an informational role, communicating new research and applications information both in industry and within the government, for the specific purpose of promoting the development of compatible and minimally duplicative systems, but our most important job is to look within the wide range of problems for a limited number of absolutely basic requirements in intelligence systems development in which there is common interest and for which solution during the fiscal year seems attainable.

In surveying the CODIB minutes and D-papers of the recent past, plus the various annual reports and background documents listed in CODIB-D-5/2

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(2 Sep 60), the following subjects appeared most often and seemed to concern most members: policy on releases to contractors; machine translation; standard coding; systems compatibility (general); common report form and/or standard formatting; all-source files; information versus document retrieval; automatic dissemination, indexing and abstracting; rapid reporting; SHARE concept, over-all USIB guidelines.

Equipment compatibility is not considered a major problem as long as coding practices and conversion equipment allow for one-to-one equivalence in communication between systems. Some compatibility features other than equipment considerations include common coding, standardization of reporting, standardized and direct dissemination procedures, common use of specialized facilities, early communication of new ideas, fostering of greater analyst-to-analyst contact between agencies and incorporation of the analyst in the systems within agencies. Common coding via the Intelligence Subject Code (ISC) has USIB agreement: during the year attention should be devoted to its use in each agency, with meetings of the Subcommittee on Classification to assist in the necessary expansions of the ISC to fit particular agencies' needs for specificity, and with seminars or presentations to clear the air of the present confused thinking regarding the ISC's utility and its different applications to the differing missions of the member agencies.

Standardization of reporting has to do with more than the size of the paper. A major effort should be devoted during the year to standardizing the editorial features of the reports, with some effort also aimed at the

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intellectual content. These efforts should extend beyond the raw information reports: they should include also the cable, airgram or any other type of intelligence information carrier. Allied with these efforts should be an investigation of possibilities in formatting or quantifying information by the collectors in the field for more rapid reporting purposes and for direct input into the information systems. The impact of such formatting on the analyst's scanning of hard-copy documents as presently provided by document dissemination must also be a factor for consideration.

As to dissemination: particularly in view of extant and developing programs to speed up reporting from the field (aiming at 24 hour receipt by the analyst from the time of field preparation), the number of interim receipt and re-distribution points between the reporter and the analyst should be reduced. This suggests that during the year, CODIB might profitably consider using the ISC as a combined dissemination-indexing mechanism, to provide for direct distribution from the various agencies printing components to the various subject/area desks based on their stated (coded) interests.

The common use of specialized facilities calls first for the identification of those facilities. An inventory should be taken of the specialized holdings within the USIB which would become the base for a long-range goal extending beyond, but having its inception in, this fiscal year, viz., the drafting for USIB consideration of guidelines for developing specific agency information processing systems, as

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recommended in the latest CODIB Annual Report.

The early communication of new ideas is a CODIB function already underway and previously mentioned; it should continue, through briefings, demonstrations, trips, and literature distribution. The stimulation of analyst-to-analyst contact between agencies we can only encourage; the incorporation of the analyst in the information processing cycle within each agency is being attempted, particularly within the Services, and should be the subject of considerable missionary work within each agency.

Two additional problems requiring attention and for which solutions should be obtained during the year include: a) buttoning up the remaining difficulties in the policy on releases to contractors in conformity with the forthcoming revision of DCID 11/2 (this will involve revising USIB-D-39.5/2); b) arriving at a secure and workable means of providing all-source reference service.

Organizationally, CODIB will need to survey its present subcommittee and working group components to meet its current goals.

To summarize, without neglecting any of the above or targets of opportunity, CODIB should currently place emphasis on the following:

- (1) Informing members: Trip to West Coast to visit thirteen important facilities engaged in information processing activities (CODIB-D-67/1).
- (2) Improving existing individual systems: Study dissemination practices and recommend steps to facilitate distribution from report producers to consumers.

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(3) Improving existing interdepartmental operations:

Inaugurate revised ISC; complete adoption of common format for information report and extend common format concepts to cabled intelligence reports.

- (4) Forward planning: Inaugurate a study of the needs, responsibilities, and present processing facilities on which to base guidelines for the future development of community information processing capabilities (USIB-M-115).

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CODIB-D-5/2
2 September 1960

UNITED STATES INTELLIGENCE BOARD
COMMITTEE ON DOCUMENTATION

CODIB Program for Fiscal Year 1961

1. At the next CODIB meeting, I think it desirable to begin discussion on our FY 61 program, looking realistically at our mission (DCID 1/4), our previous planning and accomplishments to date, and at those problem areas which we might reasonably expect to successfully resolve.

2. I would like to have each member be prepared to indicate three or four results which his agency or he personally would like to see CODIB realize during the year.

3. For background on previously stated aims, programs, and accomplishments, I refer you to the following documents:

Annual Reports

- a. AHIP-AR-1, 8 May 1956
- b. AHIP-AR-2, 27 May 1957
- c. AHIP-AR-3, 25 March 1958
- d. CODIB-AR-1, 15 July 1959
- e. CODIB-AR-2, 30 June 1960

Other

- f. CODIAC-D-5/1, 11 July 1958: CODIAC Programs in FY 59
- g. CODIB-D-10, 1 July 1958: The Automation Subcommittee
- h. CODIB-D-26, 25 February 1959: The Coordinated Development of Compatible Intelligence Reference Systems
- i. CODIB-D-59, 5 July 1960: Report [redacted] on Compatibility in Information Processing Within the Intelligence Community.

[redacted]
Paul A. Borel
Chairman

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